

SAMPLE STANDUP MEETING AGENDA

Standup meetings help you quickly set (or reset) and manage expectations. These short team check-ins also help you:

- Build trust and accountability
- Ensure everyone is focused
- Keep communications transparent
- Solve issues quickly

Typically, standups are done daily and take no more than 15 minutes, but you should put them on a routine that meets your team's availability as well as your scope. It's a very quick exercise that can yield a lot of info for you to act on.



AGENDA

Attendees: Team

Duration: 15 minutes

Goal: To provide and receive timely work updates and blockers.

Go around the group and have each person answer these questions:

- What was completed yesterday (or since the last standup)?
- What will be complete today (or until the next standup)?
- What blockers are you encountering?

Once you get through everyone, you're done, and everyone breaks. As the project manager, if you hear issues, you'll likely follow up on them with folks outside of the meeting. That's it!